



TRAVEL AUTHORITY FOR TEMPORARY DUTY			1A. NAME AND LOCATION OF STATION		1B. STATION NO.	
2. NAME AND TITLE OF TRAVELER			3. RESIDENCE ADDRESS (Number and street, city, State, and ZIP Code)			
You are authorized to perform travel as indicated below and to be reimbursed for necessary expenses of travel as provided in Federal Travel Regulations, as amended, and in VA Travel directives. Please see copy five for ticket refund procedures.						
POINTS OF TRAVEL (List official temporary duty sites only)						
4A. FROM			4B. TO			
			AND RETURN TO			
5. PURPOSE OF TRAVEL						
6. TRAVEL TO BEGIN ON OR ABOUT		7. NO. DAYS		8. MODE OF TRAVEL		
				<input type="checkbox"/> RAIL <input type="checkbox"/> AIR (Lowest cost available) <input type="checkbox"/> PRIVATELY OWNED CONVEYANCE <input type="checkbox"/> GOVERNMENT OWNED VEHICLE		
				<input type="checkbox"/> OTHER (Specify)		
<b>(X) BASIC FOR REIMBURSEMENT</b>						
9A. YOU ARE ALLOWED THE FOLLOWING PER DIEM RATE IN LIEU OF SUBSISTENCE				PER DIEM RATE		
				\$		
9B. YOU ARE AUTHORIZED TO TRAVEL ON AN ACTUAL SUBSISTENCE EXPENSE BASIS AND BE REIMBURSED IN AN AMOUNT NOT TO EXCEED THE FOLLOWING AMOUNT PER DAY				AMOUNT PER DAY		
				\$		
9C. YOU ARE AUTHORIZED TO TRAVEL BY PRIVATELY OWNED CONVEYANCE (administratively determined to be most advantageous to the Government) AND BE REIMBURSED AT THE FOLLOWING MILEAGE RATE				MILEAGE RATE		
				CENTS		
9D. YOU ARE AUTHORIZED TO TRAVEL BY PRIVATELY OWNED CONVEYANCE (administratively determined that common carrier transportation is the preferred method of travel but employee wishes to use privately owned conveyance as a matter of personal preference) AND BE REIMBURSED AT THE FOLLOWING MILEAGE RATE (total allowable amount is limited to total constructive cost of common carrier transportation including constructive per diem by that mode of transportation)				MILEAGE RATE		
				CENTS		
9E. YOU ARE AUTHORIZED TO TRAVEL BY GOVERNMENT - OWNED AUTOMOBILE.						
9F. YOU ARE AUTHORIZED TO TRAVEL BY PRIVATELY OWNED CONVEYANCE (Government-owned automobile would be more advantageous to the Government but employee requests and is authorized to use a privately owned conveyance) AND BE REIMBURSED AT THE FOLLOWING MILEAGE RATE				MILEAGE RATE		
9G. YOU ARE AUTHORIZED TO TRAVEL BY PRIVATELY OWNED CONVEYANCE (Government-owned automobile is available and employee who would not ordinarily be authorized the use of a privately owned conveyance nevertheless requests and is authorized the use of a privately owned conveyance) AND BE REIMBURSED AT THE FOLLOWING MILEAGE RATE				MILEAGE RATE		
				CENTS		
9H. YOU ARE AUTHORIZED THE FOLLOWING EXCESS BAGGAGE WHICH WILL				WEIGHT AUTHORIZED		
<input type="checkbox"/> BE OBTAINED ON SF 1169, U.S. GOV'T TRANSPORTATION REQUEST				LBS.		
<input type="checkbox"/> BE PAID FOR BY YOU IN CASH, WITH REIMBURSEMENT TO BE OBTAINED ON YOUR SF 1012, TRAVEL VOUCHER				NO. PIECES AUTHORIZED		
10. REMARKS (Continue on reverse)						
I certify that the travel herein was reviewed and determined to be essential to the accomplishment of VA programs and missions.						
11. SIGNATURE AND TITLE OF AUTHORIZING OFFICIAL					12. DATE	
13. TRAVEL AUTHORITY NO.		14. TRANSPORTATION REQUEST NO.(S)		17A. FUND CERTIFICATION: The services listed on this request are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been obligated.		
				17B. APPROPRIATION AND ACCOUNTING SYMBOLS		
ESTIMATED COST, LIMITATION .001 (Show round figures)						
15A. GSA CAR RENTAL	15B. ALL OTHER MISCELLANEOUS	15C. TOTAL				
\$	\$	\$				
ESTIMATED COST, LIMITATION .007 (Show round figures)						
16A. TRAVEL TO ATTEND CONFERENCE OR MEETING	16B. ALL OTHER EMPLOYEE ADMINISTRATIVE TRAVEL	16C. TOTAL		17C. OBLIGATED BY		17D. DATE
\$	\$	\$				

## **NOTICE TO TRAVELER**

Individuals performing official travel for the Department of Veterans Affairs are liable for the value of all unused transportation tickets or GTR's issued to them. If trips are canceled or itineraries changed after tickets (or GTR's) are issued, the traveler is liable for the value of the tickets issued, until all ticket coupons have been used for official purposes or all unused tickets or coupons are returned and properly accounted for on the travel voucher. When a traveler exchanges a ticket for one of lesser value, the carrier should issue a receipt or a ticket refund application and is required to make refund directly to the appropriate billing office. To facilitate this refund procedure the traveler should carry a copy of the correct billing address to which the carrier should submit the refund. This information should be attached to the ticket or travel authorization. All unused tickets, partially unused ticket coupons, exchange orders, refund receipts or applications, notices of fare adjustments, etc., and the factual information relating to the unused passenger transportation must be attached to or entered on the travel voucher. In cases where itineraries are changed or trips canceled after tickets have been issued to the traveler, a statement shall be entered on the travel voucher, and initialed by the traveler, that all tickets have been either used for official purposes or all unused tickets, or portions, thereof, have been properly accounted for and attached to the voucher. Reference is made to GSA Bulletin FPMR A-40, Supplement 9, paragraph 1-1.6a and d, 1-3.5a(2), and 1-3.5c.



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POINTS OF TRAVEL (List official temporary duty sites only)						
4A. FROM			4B. TO			
			AND RETURN TO			
5. PURPOSE OF TRAVEL						
6. TRAVEL TO BEGIN ON OR ABOUT		7. NO. DAYS	8. MODE OF TRAVEL			
			<input type="checkbox"/> RAIL <input type="checkbox"/> AIR (Lowest cost available) <input type="checkbox"/> PRIVATELY OWNED CONVEYANCE <input type="checkbox"/> GOVERNMENT OWNED VEHICLE			
			<input type="checkbox"/> OTHER (Specify)			
(X)	BASIC FOR REIMBURSEMENT					
	9A. YOU ARE ALLOWED THE FOLLOWING PER DIEM RATE IN LIEU OF SUBSISTENCE					PER DIEM RATE
						\$
	9B. YOU ARE AUTHORIZED TO TRAVEL ON AN ACTUAL SUBSISTENCE EXPENSE BASIS AND BE REIMBURSED IN AN AMOUNT NOT TO EXCEED THE FOLLOWING AMOUNT PER DAY					AMOUNT PER DAY
						\$
	9C. YOU ARE AUTHORIZED TO TRAVEL BY PRIVATELY OWNED CONVEYANCE (administratively determined to be most advantageous to the Government) AND BE REIMBURSED AT THE FOLLOWING MILEAGE RATE					MILEAGE RATE
						CENTS
	9D. YOU ARE AUTHORIZED TO TRAVEL BY PRIVATELY OWNED CONVEYANCE (administratively determined that common carrier transportation is the preferred method of travel but employee wishes to use privately owned conveyance as a matter of personal preference) AND BE REIMBURSED AT THE FOLLOWING MILEAGE RATE (total allowable amount is limited to total constructive cost of common carrier transportation including constructive per diem by that mode of transportation)					MILEAGE RATE
						CENTS
	9E. YOU ARE AUTHORIZED TO TRAVEL BY GOVERNMENT - OWNED AUTOMOBILE.					
	9F. YOU ARE AUTHORIZED TO TRAVEL BY PRIVATELY OWNED CONVEYANCE (Government-owned automobile would be more advantageous to the Government but employee requests and is authorized to use a privately owned conveyance) AND BE REIMBURSED AT THE FOLLOWING MILEAGE RATE					MILEAGE RATE
	9G. YOU ARE AUTHORIZED TO TRAVEL BY PRIVATELY OWNED CONVEYANCE (Government-owned automobile is available and employee who would not ordinarily be authorized the use of a privately owned conveyance nevertheless requests and is authorized the use of a privately owned conveyance) AND BE REIMBURSED AT THE FOLLOWING MILEAGE RATE					MILEAGE RATE
						CENTS
	9H. YOU ARE AUTHORIZED THE FOLLOWING EXCESS BAGGAGE WHICH WILL					WEIGHT AUTHORIZED
						LBS.
	<input type="checkbox"/> BE OBTAINED ON SF 1169, U.S. GOV'T TRANSPORTATION REQUEST					NO. PIECES AUTHORIZED
	<input type="checkbox"/> BE PAID FOR BY YOU IN CASH, WITH REIMBURSEMENT TO BE OBTAINED ON YOUR SF 1012, TRAVEL VOUCHER					
10. REMARKS (Continue on reverse)						
I certify that the travel herein was reviewed and determined to be essential to the accomplishment of VA programs and missions.						
11. SIGNATURE AND TITLE OF AUTHORIZING OFFICIAL					12. DATE	
13. TRAVEL AUTHORITY NO.		14. TRANSPORTATION REQUEST NO.(S)		17A. FUND CERTIFICATION: The services listed on this request are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been obligated.		
ESTIMATED COST, LIMITATION .001 (Show round figures)			17B. APPROPRIATION AND ACCOUNTING SYMBOLS			
15A. GSA CAR RENTAL	15B. ALL OTHER MISCELLANEOUS	15C. TOTAL				
\$	\$	\$				
ESTIMATED COST, LIMITATION .007 (Show round figures)						
16A. TRAVEL TO ATTEND CONFERENCE OR MEETING	16B. ALL OTHER EMPLOYEE ADMINISTRATIVE TRAVEL	16C. TOTAL	17C. OBLIGATED BY		17D. DATE	
\$	\$	\$				



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<b>(X) BASIC FOR REIMBURSEMENT</b>						
9A. YOU ARE ALLOWED THE FOLLOWING PER DIEM RATE IN LIEU OF SUBSISTENCE					PER DIEM RATE \$	
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9H. YOU ARE AUTHORIZED THE FOLLOWING EXCESS BAGGAGE WHICH WILL  <input type="checkbox"/> BE OBTAINED ON SF 1169, U.S. GOV'T TRANSPORTATION REQUEST <input type="checkbox"/> BE PAID FOR BY YOU IN CASH, WITH REIMBURSEMENT TO BE OBTAINED ON YOUR SF 1012, TRAVEL VOUCHER					WEIGHT AUTHORIZED LBS.	
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\$	\$	\$				